

REQUEST FOR PROPOSALS (RFP)

Issue Date: June 26, 2023

RFP# 301-23-169

Title: Janitorial Services at the Virginia Department of Agriculture Regional Animal Health Laboratories

Commodity Codes: 91039 (Janitorial/Custodial Services)

Issuing Agency: Commonwealth of Virginia
Virginia Department of Agriculture and Consumer Services
Procurement Office
102 Governor Street, Rm. 240
Richmond, VA 23219

Initial Period of Contract: August 1, 2023 through July 31, 2024 (with four one-year optional renewals)

Sealed proposals will be received until 2:00 pm, EST on Tuesday, July 18, 2023, for furnishing the goods/services described herein. All inquiries for information must be submitted in writing, via email, to:

Paula Williams, VCO
Senior Contract Specialist
Telephone: 804-225-3798
Fax: 804-371-8372
Email: paula.williams@vdacs.virginia.gov

If proposals are mailed or hand-delivered to the Issuing Agency, use the address shown above. **Electronic proposals are not allowed and cannot be accepted.**

OPTIONAL PREPROPOSAL CONFERENCE: A teleconference will be held on **July 6, 2023 at 11:00 a.m.** (Reference: Section VII.H. for the details on joining the conference).

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm:

_____	Date: _____
_____	By: _____
_____	(Signature in Ink)
_____	Name: _____
_____	(Please Print)
_____ Zip Code _____	Title: _____
eVA Vendor ID or DUNS #. _____	Phone: (____) _____
E-mail: _____	Fax: (____) _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

RETURN ALL PAGES ALONG WITH YOUR ORIGINAL PROPOSAL (Tab 1)

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
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I. PURPOSE

- A. The purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish contracts with one or more qualified Offerors to furnish and provide daily janitorial services at the four (4) Regional Animal Health Laboratory (RAHL) locations for the Virginia Department of Agriculture and Consumer Services. The laboratories are located in: Harrisonburg, Lynchburg, Warrenton and Wytheville, Virginia.
- B. For the purpose of this solicitation, the Virginia Department of Agriculture and Consumer Services will be referred to as "VDACS".

II. BACKGROUND - LOCATIONS

A. Harrisonburg:

- a. The Harrisonburg Regional Animal Health Laboratory is located at 261 Mt Clinton Pike, Harrisonburg, VA 22802.
- b. This facility is approximately 23,661 square feet with about 37 employees that usually work between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.
- c. Janitorial services are only required for approximately 18,594 square feet of the facility as and are usually performed between the hours of 8:00 a.m. to 1:00 p.m.

B. Lynchburg:

- a. The Lynchburg Regional Animal Health Laboratory is located at 4832 Tyreeanna Road, Lynchburg, VA 24504.
- b. This facility has two separate buildings - the Office building and the Regional Animal Health Lab. (RAHL). The Office building is approximately 5,000 square feet and the Lab is approximately 8,400 square feet. There are about 10 employees that usually work between the hours of 7:45 a.m. – 4:30 p.m., Monday through Friday.
- c. Janitorial services are usually performed on Monday through Friday between the hours of 8:00 a.m. to 1:00 p.m.

C. Warrenton:

- a. The Warrenton Regional Animal Health Laboratory is located at 272 Academy Hill Road, Warrenton, VA 20186.
- b. This facility is approximately 8,400 square feet with about 8 employees that usually work between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.
- c. Janitorial services are usually performed between the hours of 8:00 a.m. to 1:00 p.m.

D. Wytheville:

- a. The Wytheville Regional Animal Health Laboratory is located at 250 Cassell Road, Wytheville, VA 24382.
- b. This facility is a single structure with the laboratory portion comprising of approximately 11,500 square feet and the office area consisting of approximately 6,100 square feet. About 15 employees usually work in the facility between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

- c. Janitorial services are usually performed Monday through Friday between the hours of 8:00 a.m. to 1:00 p.m.

III. STATEMENT OF NEEDS

A. Specific Requirements for each facility:

1. Offerors may submit pricing for one or more locations, if located within the area specified in section III.B.2.
2. Offeror(s) shall furnish all transportation, supervision, and labor to perform the services. (Cleaning equipment and janitorial supplies such as cleaning materials and paper products will be provided by VDACS and the inventory maintained by VDACS.)
3. VDACS requires and will only compensate the Awarded Offeror(s) for one (1) custodial worker at each facility to provide janitorial services each day services are required. Only upon written approval from VDACS would an exception be granted to allow more than one (1) custodial worker to perform janitorial services for a particular facility, project or need.
4. Cleaning services should not exceed five (5) hours per day, five days a week, when the facilities are open for business. Billable hours cannot exceed 25 hours per week without prior written approval from VDACS. Offeror(s) are requested to state the estimated number of hours per week needed to perform the services (Attachment F).
5. Offeror(s) should understand this is a requirements contract and the Awarded Offeror(s) shall only be paid for actual time worked. Any changes in working hours or number of staff providing services would have to be approved in advance by VDACS.
6. Offeror's employees must accurately sign-in and sign-out at the front reception desk of the facility. ***Falsification of any work hours may be cause for termination of the contract.*** Employees must sign-in and sign-out to the closest quarter of an hour increment.
7. The stripping and waxing of floors ***is not*** included in this contract.
8. The daily cleaning service being performed at each facility is outlined in the schedule below. Offeror(s) may perform cleaning services per this schedule or provide another cleaning schedule in your response to Item 1 on the Attachment F, Service Approach.

Daily:

- Service all bathrooms thoroughly (cleaning counter tops, sinks, toilets, stalls, mirrors, filling toilet paper and paper towel dispensers, and emptying waste receptacles).
- Wipe down the tabletops; counter tops, and microwaves in the breakroom.
- Clean sinks and water fountains. **(This does not include sinks located in any laboratory rooms. These sinks will be maintained by VDACS Laboratory staff.)**
- Dispose of trash from bathrooms, labs, offices, breakroom and receiving areas into the trash dumpster. **(This does not include red biohazard bags.)**

- Clean all mirrors.
- Fill paper towel dispensers in laboratories and breakroom as needed.
- Run a dust mop in hallways, offices, laboratory offices, breakroom, storage rooms, and areas of need prior to leaving for the day.

Monday, Wednesday and Friday:

- Thoroughly wet mop hallways, laboratory rooms, bathrooms, breakroom, receiving areas and offices (mopping offices preferably when offices are vacated and using wet floor signs in all areas where mopping is performed.) When mopping, disinfectant shall be added to the water per the manufacturer's instructions, especially in the labs. Mops shall be wrung out so as not to leave any puddles of water that could cause a slipping hazard.
- Sweep the outside receiving areas at the main and rear entrances of the buildings.
- Vacuum any carpeted areas and any carpeted floor mats.

As Needed or Directed:

- Clean tile walls and stall dividers in all bathrooms once a month, at the beginning of the month.
- Change deodorizer in bathrooms approximately once a month, or as directed by the deodorizer manufacturer.
- Shine hallway floors using a shine spray once a month, at the beginning of the month.
- Place dirty dust mops in the hamper for pickup by the contracted uniform and supplies rental service provider at the end of the week.
- Clean windows, inside and out, twice annually during the Spring and Fall.
- Clean / vacuum upholstery on chairs once a quarter (year), or as needed.
- Keep janitor closet neat and organized. Notify the Trades Technician or designee when supplies are running low and need reordering.

9. Janitorial services **will not be performed** in Mechanical rooms and the Necropsy rooms.

B. General Requirements:

1. Offeror(s) shall be a business regularly engaged in providing janitorial and cleaning services. As well, Offeror(s) should have experience in cleaning areas of square footage equal to or greater than that of the buildings listed in this solicitation.
2. The Offeror(s) physical office address, as well as any employees of the offeror shall not be further than fifty (50) road miles of the Regional Animal Health Laboratory where cleaning services are being provided.
3. It is expected that all work will be performed by the Awarded Offeror(s) in a workmanlike manner and each facility cleaned to VDACS satisfaction at all times.

4. A distinctive uniform or appropriate attire, identification tag, or smock should be worn while performing the work. Any attire should have a neat and clean appearance.
5. It is expected employees of the Awarded Offeror(s) shall be capable of communicating and comprehending the English language, both verbally and in writing.
6. VDACS requires the Awarded Offeror(s) to provide a Point of Contact (POC) or Job Manager (JM) who will be responsible for the cleaning staff. The POC or JM should carry a cell phone at all times so he/she can be contacted if needed. The POC or JM should be responsible for the satisfactory performance of all custodial work under the Contract. The POC or JM would be expected to address and correct deficiencies, discrepancies, and complaints from VDACS staff immediately upon receiving the feedback concerning any performance issue. The POC or JM should also ensure a custodial worker, trained to clean the facility, is present to provide services each day services are required.
7. If extenuating circumstances preclude providing services on a specific day, the VDACS Trades Technician or designee must be notified by the Awarded Offeror(s) that the employee will not be reporting to work. The Awarded Offeror(s) should also provide the Trades Technician or designee with a contingency plan for the continuance of services.
8. Offeror(s) should understand the facility is expected to be closed in observance of 14 state holidays and there may be additional holiday time granted. A list of these holidays can be furnished to the Awarded Offeror(s) upon request. If the facility is closed for any reason, such as inclement weather, janitorial services will not be required.
9. It is intended that the Awarded Offeror(s) shall perform all work under this contract with the Offeror's own work force and will not subcontract any portion of the work. An exception may be granted via a written request from the Awarded Offeror(s) and subsequent approval from VDACS.
10. The Awarded Offeror(s) shall instruct its employees that no gratuities shall be solicited or accepted for any reason whatsoever from VDACS employees or other persons using the premises.
11. Each employee of the Awarded Offeror(s) shall be required to account for the hours he/she is present at the job site utilizing the "Monthly Contractor's Time Report" (See Attachment H). This form shall be completed per employee on a monthly basis, signed and dated by the employee and employee's supervisor, and approved by VDACS.
12. The Awarded Offeror(s) shall be responsible for controlling the conduct and performance of their personnel (employees) and ensure compliance with the following:
 - a. Employees appearing to be under the influence of alcohol or drugs shall not be permitted on-site.
 - b. Employees will not be permitted to nap or sleep in the facility during work hours, even when on a work break.
 - c. Employee's use of cell phones/smart phones should be at a minimum during work hours. If regular usage of these devices is noticed, it will be reported to the Awarded Offeror(s) for corrective action.
 - d. No loud or boisterous conduct from employees will be permitted.
 - e. Employees shall not disturb papers on desks, or open desk drawers, cabinets or briefcases at any time.
 - f. Employees shall not use or tamper with any computers, office equipment or devices, fax or copy machines, and/or VDACS' employees' personal property at any time.
 - g. Employees shall not use VDACS' telephones at any time without permission from VDACS.

- h. Employees are not allowed to smoke in the building.
 - i. Employees will not be permitted to loiter and must leave the facility once work has been completed.
 - j. Employees shall only eat or drink in areas designated or permitted by VDACS.
 - k. Visitors or family members of employees will not be allowed in the buildings during assigned work hours.
13. The Awarded Offeror(s) shall be required to provide a certificate of insurance per the Commonwealth of Virginia, General Terms and Conditions; Item Q.
14. **Confidentiality:** The Awarded Offeror(s) shall consider all VDACS documents and materials to be confidential and shall not view, disclose or remove any information which may be displayed on an employee desk, table, file cabinet or anywhere on VDACS property while performing contract work or at any time.

C. Security:

1. The Awarded Offeror(s), at its sole expense, shall be responsible for performing a criminal history record check of any employee it proposes to assign to perform duties on VDACS property pursuant to this contract. The Awarded Offeror(s) shall provide the criminal database used to provide the criminal history check upon request. Besides checks for criminal history in the Commonwealth of Virginia, the check shall also include any state in which the employee has resided.
2. Any employee of the Awarded Offeror(s) whose background check identifies a serious criminal conviction, other than traffic or minor violations, shall not be assigned to perform duties on VDACS property. It is the responsibility of the Awarded Offeror(s) to insure their employees are in compliance with this requirement. The Awarded Offeror(s) shall notify VDACS immediately if any of their employees providing services at a VDACS facility is convicted of a serious criminal offense, other than a traffic or minor violation, while performing services for VDACS.
3. **Under no circumstances shall the Awarded Offeror's employees be allowed to work on VDACS property without the criminal background check being completed.** Before a new employee is brought on site to perform cleaning services, the Awarded Offeror(s) shall provide the name of the employee to VDACS along with certification of the completed background check prior to the new employee providing services.
4. No employee of the Awarded Offeror(s) will be allowed to work night or weekend hours without written approval by VDACS and without a VDACS employee present while the work is taking place.

D. Reporting and Invoicing:

1. The "Monthly Contractor's Time Report" (Refer to Attachment H) documenting the name of employee, date, and hours of service shall be the responsibility of the Awarded Offeror(s) and respective employee and shall be approved by VDACS facility staff before being submitted with each invoice. Multiple employees cannot be listed on a single Monthly Contractor's Time Report as only a single employee shall be referenced per report.
2. The Awarded Offeror(s) shall submit monthly invoices for services rendered. The Awarded Offeror(s) shall insure the invoices accurately reflects the reporting on the corresponding Monthly Contractor's Time Report(s). Repeated issues with the submission of inaccurate information on the

Monthly Contractors Time Report or monthly invoices by the Awarded Offeror(s) may result in cancellation of the contract.

3. Contact for all invoicing matters:

Attention: VDACS Facilities Director
Virginia Department of Agriculture & Consumer Services
Facilities Management Department, Room. 241
102 Governor St.
Richmond, VA 23219
Phone: (804) 786-0979
Email: @vdacs.virginia.gov

4. Transportation charges or any extraneous charges will not be allowed.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

GENERAL INSTRUCTIONS:

- A. RFP RESPONSE:** In order to be considered for selection, Offeror(s) must submit a complete response to this RFP. **One (1) original hard copy (paper)** of the entire proposal, including all attachments and proprietary information clearly marked with "Original" on the outside of the proposal, and **two (2) copies**, so marked, of each proposal must be submitted to VDACS Procurement office.

If applicable, the outside of the proposal must be marked to denote proprietary information.

1. PROPOSAL PREPARATION:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number and sub letter and to repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents that cross references the RFP requirements. Information that the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the

evaluators are unable to find where the RFP requirements are specifically addressed.

- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable although their absence will not have a large impact and would be useful but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror(s)' proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document or prequalification application, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

- 2. **Oral Presentation:** Offeror(s) who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

- B. **SPECIFIC REQUIREMENTS OF PROPOSAL:** Proposals should be as thorough and detailed as possible so that the Agency evaluation team may properly evaluate your capabilities to provide the required services. Offeror(s) are required to submit the following items as a complete proposal. The proposal response must be submitted in the same order as outlined below, to include the same "TAB" headings.

Tab 1. Return of the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

Tab 2. Hourly Rate Pricing (Attachment A).

Tab 3. Offeror Data Sheet (Attachment B).

Tab 4. Small Business Subcontracting Plan (Attachment C) – Summarize the planned utilization of DSBSD-certified small businesses under the contract to be awarded as a result of this solicitation. Submit both pages of Attachment C.

Tab 5. State Corporation Commission Form (Attachment D).

Tab 6. Exceptions (Attachment E): Does your Firm accept Section III, "STATEMENT OF NEEDS", Section VI, the "GENERAL TERMS AND CONDITIONS", and Section VII, the "SPECIAL TERMS AND CONDITIONS," as presented in the RFP?

Tab 7. Service Approach (Attachment F).

Tab 8. Experience and Qualifications (Attachment G).

V. EVALUATION CRITERIA

A. Evaluation Criteria: Proposals shall be evaluated using the following criteria:

CATEGORY	POINT VALUE
Plans and approach for providing the services. Attachment F	35
Experience and qualifications of the firm and assigned personnel. Attachment G	25
Proposed pricing	20
Small Business Subcontracting Plan	20

VI. GENERAL TERMS AND CONDITIONS

- A. **VENDORS MANUAL**: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The process for filing a complaint about this solicitation is in section 7.13 of the *Vendors Manual*. (Note section 7.13 does not apply to protests of awards or formal contractual claims.) The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "I Sell To Virginia".
- B. **APPLICABLE LAWS AND COURTS**: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION**: By submitting their (bids/proposals), (bidders/Offeror(s)) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the

Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
- e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
- f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/Offeror(s)) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**

1. **To Prime Contractor:**

- a. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors), or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and 2.2-4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. Within seven (7) days of the contractor's receipt of payment from the Commonwealth, a contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- 3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

- 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. **QUALIFICATIONS OF OFFEROR(S):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeree) to perform the

services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION**: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT**: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other

provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
 2. Employer's Liability - \$100,000
 3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
- R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA (www.eva.virginia.gov) for a minimum of 10 days.
- S. **DRUG-FREE WORKPLACE:** Applicable for all contracts over \$10,000: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation,

gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All Offeror(s) must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- W. **SET-ASIDES IN ACCORDANCE WITH THE SMALL BUSINESS ENHANCEMENT AWARD PRIORITY.** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated as "Micro Business Set-Aside Award Priority" or "Small Business Set-Aside Award Priority" accordingly in the solicitation. DSBSD-certified micro businesses or small businesses also include DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, bidders/Offeror(s) shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids/proposals.
- X. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, Offeror(s) shall state offer prices in US dollars.
- Y. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a

stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- Z. **CIVILITY IN STATE WORKPLACES:** The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in agency training on civility in the State workplace if contractor's (and any subcontractor's) regular mandatory training programs do not already encompass equivalent or greater expectations. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, "State workplace" includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

VII. SPECIAL TERMS AND CONDITIONS

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AWARD:** Selection shall be made of two or more Offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offeror(s) so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award,

and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

- C. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. **eVA ORDERS AND CONTRACTS:** It is anticipated the solicitation/contract will result in one purchase order(s) annually with the applicable eVA transaction fee assessed for each order.
- E. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Other Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Other services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in an envelope or package, sealed and identified as follows:

Solicitation Number and Title: _____

From: _____
Name of Offeror Due Date Time

Street or Box Number

City, State, Zip Code

DSBSD-certified Micro Business or Small Business No. _____

Name of Contract Officer

G. **SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND SUBCONTRACTOR REPORTING:**

- A. Submission of Small Business Subcontracting Plan: It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All bidders/Offeror(s) are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the bidder/offeror shall note such on the Small Business Subcontracting Plan. No bidder/offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals.
- B. Evidence of Compliance with Small Business Subcontracting Plan: Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution timely reports substantiating compliance in accordance with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Prime Contractor Subcontractor Reporting:
1. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are DSBSD-certified businesses or ESOs. The contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (Businesses that are DSBSD-certified small, women-owned, minority-owned, Service Disabled Veteran, or Employment Services Organization) and type of product/service provided, at the frequency required.
 2. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are **not** DSBSD-certified businesses. The contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided, at the frequency required.

- H. **OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal teleconference will be held at **11:00 a.m. on July 6, 2023**. The purpose of this teleconference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of the solicitation.

While attendance at this teleconference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to participate. Any changes resulting from this teleconference will be issued in a written addendum to the solicitation.

Meeting ID: 210 591 901 182

Passcode: xHrYte

Phone Number: +1 434-230-0065,,884857520# United States, Lynchburg

Phone Conference ID: 884 857 520#

- I. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- J. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- K. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- L. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
- M. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

VIII. METHOD OF PAYMENT:

The Awarded Offeror(s)' invoices will be paid by charge card, check, or electronic transfer per the Code of Virginia § 2.2-4350 prompt payment of bills by state agencies, upon receipt of a valid and complete invoice(s) for services. Payments for services are expected to be made 30 calendar days after receipt of the monthly invoice. Invoices are to be submitted no later than 30 calendar days after services are rendered

The Awarded Offeror(s)' invoices shall be submitted by mail or electronically to: VDACS Facilities Manager or designated VDACS staff member, as well as vdacspayables@vdacs.virginia.gov

Offerors should indicate an “N/A” on any price line (Lot) below where services are not being offered.

Lot 1: Hourly Rate for Janitorial Services at the Harrisonburg Regional Laboratory: \$_____

Lot 2: Hourly Rate for Janitorial Services at the Lynchburg Regional Laboratory: \$_____

Lot 3: Hourly Rate for Janitorial Services at the Warrenton Regional Laboratory: \$_____

Lot 4: Hourly Rate for Janitorial Services at the Wytheville Regional Laboratory: \$_____

RETURN OF THIS PAGE IS REQUIRED (Tab 2)

ATTACHMENT B: OFFEROR'S DATA SHEET**RFP #301-23-169**

The following information is required as part of your response to this solicitation. Qualification: The Offeror must have the capability and capacity in all respects to satisfy fully all the contractual requirements.

1. Offeror's primary contact:

Name and Title: _____ Phone: (____) _____

2. Years in business: Indicate the length of time your firm has been in business providing this type of good or service:

_____ Years _____ Months

3. Vendor Information:

eVA vendor ID: _____

4. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: _____ Contact: _____

Phone : (____) _____ Email: _____

Project: _____

Dates of Service: _____ Value: \$ _____

B. Company: _____ Contact: _____

Phone : (____) _____ Email: _____

Project: _____

Dates of Service: _____ Value: \$ _____

C. Company: _____ Contact: _____

Phone : (____) _____ Email: _____

Project: _____

Dates of Service: _____ Value: \$ _____

D. Company: _____ Contact: _____

Phone : (____) _____ Email: _____

Project: _____

Dates of Service: _____ Value: \$ _____

I certify the accuracy of this information:

Signed: _____ Title: _____ Date: _____

RETURN OF THIS PAGE IS REQUIRED (TAB 3)

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential Offeror(s) are required to return this document with their response.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Who will be doing the work: ☐ I plan to use subcontractors ☐ I plan to complete all work

Instructions:

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period the initial contract period in Section B.

Offeror(s) which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offeror(s) which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: _____ Certification Date: _____

RETURN OF THIS PAGE IS REQUIRED (Tab 4)

ATTACHMENT C

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service-disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Subcontract #1

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #4

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

NOTE: This information can be captured using this template or using the sourcing tools available in eVA.

RETURN OF THIS PAGE IS REQUIRED (Tab 4)

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Offeror:

☐ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

RETURN OF THIS PAGE IS REQUIRED (Tab 5)

Complete the following. Check one option only.

_____ Firm does not take any exceptions to the Statement of Needs, General Terms and Conditions, and Special Terms and Conditions.

OR

_____ Firm takes the following exceptions (include page and section number and description of exception).

RETURN OF THIS PAGE IS REQUIRED (TAB 6)

1. Acknowledge below if your firm is offering to perform the cleaning services per the current schedule. If not, please describe the services your firm would provide in a separate attachment.

2. State the estimated number of hours per week needed to perform the janitorial services:

_____ hours per week

3. Describe how your firm monitors the quality of the cleaning performed by your staff.

4. Confirm your firm's ability to consistently provide the services and describe your contingency plan to provide the services when the assigned custodial worker is not available.

5. List your firm's office address and confirm that any employees providing services will not be further than fifty (50) road miles of the lab facility: _____

6. As stated in Section VI.Z, Civility in State Workplaces, confirm that your employees who will be providing services will receive a copy of this Section and will participate in agency training on civility in the State workplace if your regular mandatory training programs do not already encompass equivalent or greater expectations.

RETURN OF THIS PAGE IS REQUIRED (TAB 7)

1. State the number of employees in your firm: _____ employees.

State the average number of years of experience for your employees: _____ average years of experience.

2. Provide a brief overview of the experience of the custodial worker to be assigned to provide the janitorial services:

3. Provide the following information for the primary Point of Contact (POC) or Job Manager(s). This should be the individual that can address any performance, contract, or billing issues.

Name: _____

Title: _____

Phone Number(s): _____

Email: _____

Briefly describe this individual's experience in this role:

4. State the guaranteed response time for the POC or Job Manager(s): Within _____ hours during normal working hours.

5. Describe what distinguishes your firm's service quality and performance.

RETURN OF THIS PAGE IS REQUIRED (TAB 8)

ATTACHMENT H: MONTHLY CONTRACTOR'S TIME REPORT

RFP #301-23-169

MONTHLY CONTRACTOR'S TIME REPORT

Print Employee Name _____

1st Work Week

	DATE	TIME IN	TIME OUT	TOTAL HOURS WORKED
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WEEK 1 TOTALS	TOTAL HOURS WORKED			
---------------	--------------------	--	--	--

2nd Work Week

	DATE	TIME IN	TIME OUT	TOTAL HOURS WORKED
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WEEK 2 TOTALS	TOTAL HOURS WORKED			
---------------	--------------------	--	--	--

3rd Work Week

	DATE	TIME IN	TIME OUT	TOTAL HOURS WORKED
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WEEK 3 TOTALS	TOTAL HOURS WORKED			
---------------	--------------------	--	--	--

4th Work Week

	DATE	TIME IN	TIME OUT	TOTAL HOURS WORKED
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WEEK 4 TOTALS	TOTAL HOURS WORKED			
---------------	--------------------	--	--	--

5th Work Week

	DATE	TIME IN	TIME OUT	TOTAL HOURS WORKED
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WEEK 5 TOTALS	TOTAL HOURS WORKED			
---------------	--------------------	--	--	--

TOTAL HOURS WORKED FROM THIS REPORT	
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EMPLOYEE SIGNATURE _____

This Time Report is True and Correct

Date

SUPERVISOR'S SIGNATURE _____

This Time Report is Approved

Date